



M E M O R A N D U M

**To:** Diana Barry, Cluster Manager  
Marysville Workforce Service Office #0820

**Date:** June 15, 2009

**File No.:** 74:RA:52

**From:** Ernesto Magaña  
Employment Development Department

**Subject: MONITOR ADVOCATE OFFICE ON-SITE ANNUAL REVIEW  
PROGRAM YEAR 2008-2009  
MARYSVILLE WORKFORCE SERVICE OFFICE  
FINAL MONITORING REPORT**

This Final Monitoring Report summarizes the results of the California Monitor Advocate Office's (MAO) Migrant and Seasonal Farmworkers (MSFWs) on-site annual review of the Marysville Workforce Service (WS) office. Rosemary Avila, Associate Monitor Advocate, conducted this annual review on April 28, 2009 through April 30, 2009. We focused our annual on-site review on the full range of employment services, benefits, and protections, including the full range of job and training referral services, counseling, and testing provided to MSFWs.

The MAO conducted this annual on-site review under the authority of all related Federal Regulation, including Title 20 of the Code of Federal Regulation (CFR), Chapter V, Parts 651, 653, and 658, applicable State laws, and Employment Development Department (EDD) Job Service (JS) policies and procedures. Specifically, Title 20 CFR, Part 653.108, requires the MAO to perform ongoing reviews of services provided by the EDD to MSFWs.

We collected information for this report by examining the Marysville WS office provision of services, job information sharing, job application taking process, outreach program operation, data collection, agricultural clearance order activity, and JS complaint system. Additionally, we interviewed the Marysville WS office management and staff.

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Our annual monitoring review revealed the following finding:

**Finding:**

During the pre-site review analysis, we noted that the Marysville WS office submitted a total of nine DE 8151G complaint logs from July 2008 through March 2009 to the MAO. Eight complaint logs were submitted untimely.

**Citation:**

JS Complaint System Manual Chapter 08-00-00, Reporting Summary

**Recommendation:**

The MAO recommends that the Marysville WS office make every effort to submit the DE 8151G complaint logs to the MAO by the fifth working day of the following month by e-mail or mail as required by the JS Complaint System Manual.

**Response:**

The Marysville JS office responded "that to assure that the DE 8151G Complaint logs are sent in prior to or no later than the 5<sup>th</sup> working day of the month, the EPMI will send out reminder notice no later than the 29<sup>th</sup> of the month reminding the responsible staff person that the DE8151G is due and to CC the manager or EPMI a copy when the Complaint log report is sent".

**Discussion:**

The MAO reviewed the Marysville WS office Corrective Action Plan and determined that it properly addresses the finding.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions, please contact Rosemary Avila at (916) 651-9460.

Sincerely,



ERNESTO MAGAÑA, Chief  
Monitor Advocate Office

cc: Diane Ferrari, Division Chief  
Terri Thompson, Regional Manger